

DEPARTMENT OF SOCIAL SERVICES  
744 P Street Sacramento, CA 95814



September 30, 1996

COUNTY FISCAL LETTER (CFL) NO. 96/97-26

TO: COUNTY WELFARE DIRECTORS  
COUNTY FISCAL OFFICERS  
COUNTY AUDITOR CONTROLLERS  
COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) ADMINISTRATIVE EXPENSE  
CLAIM (AEC) FOR THE SEPTEMBER 1996 QUARTER - CLAIMING  
INSTRUCTIONS

This letter provides claiming instructions for the July  
through September 1996 quarter and includes information  
regarding:

<u>Assembly Bill (AB) 2129-Foster Parent Training</u>	Page 2
<u>Emergency Assistance (EA) Probation</u>	Page 3
<u>Family Preservation Support Program (FPSP)</u>	Page 3
<u>Aid to Families with Dependent Children (AFDC)- San Diego County School Attendance Demonstration Project (SADP)</u>	Page 3
<u>Public Assistance Food Stamps (PAFS) Rate for Fiscal Year (FY) 1996/97</u>	Page 4
<u>Food Stamp Automated Fingerprint Image Reporting and Match (FS AFIRM) System-Los Angeles (LA) County</u>	Page 4
<u>Cal-Learn Start-Up</u>	Page 4
<u>Child Welfare Services/Case Management System (CWS/CMS) Maintenance and Operations (M and O)</u>	Page 4
<u>DFA 7B, Support Staff Salary Distribution to Program</u>	Page 5
<u>Indirect Cost Rates (ICRs) for FY 1996/97</u>	Page 5
<u>DFA 325.5, Expenditure Certification for the CWD AEC-Clarification</u>	Page 6
<u>Countywide Cost Allocation Plan (CCAP)-(A-87 Costs)</u>	Page 7
<u>AEC Page Revisions</u>	Page 7

The following table contains a listing of the current forms to be used in the September 1996 quarter. The forms with an asterisk were revised for the September 1996 quarter.

Form	Revision Date	Form	Revision Date	Form	Revision Date
DFA 7A	6/96	DFA 325.1B*	9/96	DFA 327.2D*	9/96
DFA 7B*	9/96	DFA 325.1C*	9/96	DFA 327.3A*	9/96
DFA 47*	9/96	DFA 325.1E*	9/96	DFA 327.3B*	9/96
DFA 53*	9/96	DFA 325.5	6/96	DFA 327.3C*	9/96
DFA 323*	9/96	DFA 327.1A*	9/96	DFA 327.3D*	9/96
DFA 403	6/96	DFA 327.1B*	9/96	DFA 327.4A*	9/96
DFA 419	6/96	DFA 327.1C*	9/96	DFA 327.4B*	9/96
DFA 879*	9/96	DFA 327.1D*	9/96	DFA 327.4D*	9/96
DFA 325.1*	9/96	DFA 327.2A*	9/96	DFA 327.5A*	9/96
DFA 325.1A*	9/96	DFA 327.2B*	9/96	DFA 327.5B*	9/96
DFA 325.1AA*	9/96	DFA 327.2C*	9/96	DFA 327.5D*	9/96

Camera ready copies of the forms are available by contacting the California Department of Social Services (CDSS) Forms and Publications Unit at (916) 657-1907.

## I. SOCIAL SERVICES

### A. AB 2129 Foster Parent Training

In response to county inquiries, effective with the September 1996 quarter, additional information is provided regarding allowable Staff Development cost items for Foster Parent Training.

For Program 504, AB 2129 Foster Parent Training, counties may claim additional training-related expenditures including, but not limited to, training manuals, guides, and other training materials as a Staff Development cost. Costs are claimed in the Direct-to-Program section of the DFA 325.1C, Staff Development Detail Schedule, column 5, Personal Services and Operating Costs, and are funded 75/25/0/0 (Federal Welfare/State Welfare/Health/County funds).

Please refer to CFL No. 93/94-35, dated March 11, 1994, for additional claiming instructions.

As a reminder, in order to claim AB 2129 funds, all counties must submit and have an approved county plan for foster parent training and recruitment activities for FY 1996/97. The county plan must be on file with the Foster Care Policy Bureau at 744 P Street, M.S. 19-78, Sacramento, CA 95814. If you have any questions regarding the county plan or use of these funds, please contact Linda Bar of the Services and Training Unit at (916) 323-2922.

B. EA Probation

Effective with the September 1996 quarter, Programs 133, EA-Probation; 219, EA for Probation-Eligibility; and 510, EA-Administration, have been eliminated from the AEC. A separate CFL and All-County Letter are being prepared with detailed program close-out information.

C. FPSP

There has been some confusion regarding claiming instructions for the FPSP. This is to clarify claiming information provided in a May 20, 1996 letter, individually addressed to all counties operating a FPSP.

Counties are required to claim on a cash basis. Therefore, not only do the activities/services have to be completed by September 30, 1996, the billings/invoices must be processed and paid before the end of the quarter before they are eligible for reimbursement on the AEC.

Please also refer to the September 1996 County FPSP Liaison memo from Wesley A. Beers, Chief of the Children's Services Branch.

Any questions regarding the above can be directed to Donna Richardson of the Fiscal Policy Bureau at (916) 654-0958.

## II. ELIGIBILITY

A. AFDC SADP (San Diego County Only)

Effective with the September 1996 quarter, Program Identifier Number 201080, Evaluation, has been established under Program 201, AFDC-FG/U, for claiming contracted evaluation costs associated with the San Diego County SADP. Costs are funded 50/35/0/15.

## B. PAFS

The PAFS rate for FY 1996/97 is 26.93 percent. This rate is used on the DFA 327.5B, Funding-Eligibility and Welfare Fraud, to calculate the portion of AFDC-Family Group/Unemployed and Refugee Resettlement Program-AFDC Program costs to be charged to the Nonassistance Food Stamp Program.

## C. FS AFIRM-LA County

In accordance with Federal Food and Consumer Service approval, the AFIRM system in LA County has been expanded to include the FS Program effective July 9, 1996. The AEC will capture the costs of the FS AFIRM system, funded 50/0/0/50. The following codes are to be used by LA County for claiming FS AFIRM costs:

Program 234, FS AFIRM-LA County  
 Program 334, FRAUD-FS AFIRM-LA County

LA County has been issued detailed time study and claiming instructions under separate cover.

## III. EMPLOYMENT SERVICES

## Cal-Learn Start-Up

Due to the expiration of the Cal-Learn Start-Up Program and associated allocation on June 30, 1996, Program 428, and Codes 4280 and D5, Cal-Learn Start-Up, have been eliminated from the AEC effective with the September 1996 quarter. This information was transmitted to counties recently via an ERRATA to the September 1996 quarter time study instructions, CFL No. 96/97-01, dated June 27, 1996.

Any contracted Cal-Learn Start-Up costs incurred during FY 1995/96, but paid after June 30, 1996, may still be claimed in FY 1996/97 to the Cal-Learn Administration and Case Management programs as appropriate, but are subject to the FY 1996/97 Cal-Learn allocation. This includes any remaining Start-Up costs incurred in FY 1996/97, however, counties should have fully implemented the Cal-Learn Program in FY 1995/96.

## IV. ELECTRONIC DATA PROCESSING

## CWS/CMS M and O

Instructions for CWS/CMS M and O are contained in a separate CFL, No. 96/97-23, which counties should be receiving shortly.

## V. CLERICAL AND ADMINISTRATIVE

DFA 7B, Support Staff Salary Distribution to Program

The following changes have been made to the Employment Services (ES) Section of the DFA 7B for the September 1996 quarter to conform to the Support Staff Time Report Instructions/Codes:

<u>Program</u>	<u>Prior Code</u>	<u>Revised Code</u>
Cal-Learn Administration-ES	D8	D6
Cal-Learn Case Management-ES	D9	D7
Child Care Trustline-ES	D10	D8
Additional Programs	D11-D17	D9-D13

## VI. GENERAL

### A. ICRs for FY 1996/97

The CDSS has developed the ICRs for use by counties during FY 1996/97. Please reference the enclosed list entitled "FY 96/97 IDCR INFORMATION". The ICRs are used to identify the indirect overhead costs associated with nonwelfare activities. CWDs have the option of using either the predetermined ICR developed by the CDSS, or of developing an ICR specific to the staff involved. The ICR is applied to the portion of the staff salary and benefits associated with nonwelfare activities. The salaries, benefits, and the associated indirect overhead costs for nonwelfare activities are reported on the AEC, DFA 325.1, Expenditure Schedule, Line V, Extraneous Costs.

The rates developed by the CDSS' County Cost Analysis Bureau were based on the actual indirect costs (Travel, Space, Space-CCAP, Other Operating, Public Agencies CCAP, and Public/Private Agencies Direct Billed) for each county for the four quarters of FY 1994/95, divided by the total direct costs (caseworker, administrative/clerical support and EDP staff salaries and benefits). The resulting percentages are each county's individual ICR.

Counties have the option to develop individual ICR Proposals (ICRP) rather than using the predetermined fixed rates. An ICRP developed by a CWD must be in accordance with "The Guide for State and Local Agencies-Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost

Rates for Grants and Contracts with the Federal Government" (OASC-10) and should be submitted to the Fiscal Policy Bureau for review and approval.

Please refer to CFL No. 90/91-53, dated January 8, 1991, for further details on nonwelfare costs, ICRs, and ICRPs.

B. DFA 325.5, Certification

This is to provide clarification for counties that have inquired whether the DFA 325.5 may be submitted annually instead of quarterly, and if the County Auditor-Controller may delegate authority for signature on the AEC. This inquiry has been made by the California Welfare Directors Association's Financial Analysis and Data Systems Subcommittee in an effort to streamline the claim certification process.

After discussions with the State Controller's Office (SCO), and review of the Cost Allocation Plan, Certification Section; the Manual of Policy and Procedures, Section 25-821.8; and Barclays California Code of Regulations, Article 3, Section 624 (enclosed), we have determined that certification is required for each claim submitted to the SCO via the CDSS for approval and payment. Because the CDSS requires that AECs be submitted quarterly, a DFA 325.5 must accompany each claim.

With regard to the signature delegation, the County Auditor-Controller may delegate authority for signature of the AEC at their own discretion. If the Auditor-Controller chooses to delegate this responsibility to another official, the name and title of the representative signing the certification must be indicated. Counties interested in this option must submit a copy of the signature delegation from the Auditor-Controller that includes the names and signatures of those authorized to sign the certification of the AEC. Counties should send this information to:

California Department of Social Services  
Financial Services Bureau, County Claims  
744 P Street, MS 12-01  
Sacramento, CA 95814

As a reminder, each time the County Auditor-Controller or CWD revise the list of authorized signatures, an updated list must be submitted to the CDSS.

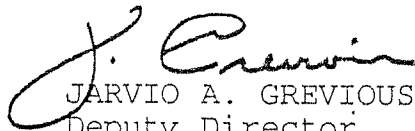
## C. CCAP (A-87 Costs)

In accordance with the current Manual of Policies and Procedures, Division 25-827.5, Review and Approval, Section c., CCAPs must be received, reviewed, and approved by the SCO before CWDs may claim CCAP costs for reimbursement. This includes both allocated and direct billed costs. Therefore, counties without an approved CCAP for FY 1996/97 that claim CCAP costs on the AEC, DFA 325.1, to line G., Space-CCAP; line I., Public Agencies-CCAP; line J., Public/Private Agencies-Direct Billed; and line O., Public Agencies-CCAP, will have these costs disallowed until an approved plan is received by the CDSS from the SCO.

## D. AEC Page Revisions

Minor editorial revisions have been made to various AEC page columns and/or instructions which provide correction, clarification, or consistency.

If you have questions regarding the claiming instructions in this letter, please call the Fiscal Policy Bureau at (916) 657-3440.



JARVIO A. GREVIOUS  
Deputy Director  
Administration Division

c: CWDA

Enclosures

(REVISED 8/27/96)

96/97\*

IDCR

Rate

\*Data provided for FY 1996/97;  
FY 94/95 expenditure data used



**§ 613. Purpose of Appropriations.**

Appropriations are not interchangeable, and each shall be used only for the particular purpose defined in the act making the appropriation.

**§ 614. Indebtedness in Excess of Appropriation.**

No indebtedness can be created by any state officer or employee unless written consent of the Department of Finance has first been obtained.

NOTE: Authority cited: Section 11006, Government Code.

**HISTORY**

1. Amendment and new NOTE filed 2-25-77; effective thirtieth day thereafter (Register 77, No. 9).

## Article 3. Presentation of Claims to the Controller

**§ 620. Segregation.**

Claims shall be segregated by funds, by appropriations, and by fiscal years in which the obligations were incurred.

**§ 621. Explanation.**

Every unusual item of a claim when submitted shall be explained adequately.

**§ 622. Information Required.**

Every claim and every supporting pay roll schedule, or schedule of bills filed, shall be typewritten and shall show:

- (a) The name of the department, board, commission, agency or officer.
- (b) The total amount claimed.
- (c) The designation of the appropriation and, excepting the General Fund, the fund against which the claim is filed.
- (d) The chapter number and year of the statutes making the appropriation.
- (e) The fiscal year in which the indebtedness was incurred.

**§ 622.1. Claims Recorded on Electronic Tape.**

Subject to the approval of the Controller, claims recorded on electronic tape may be presented under the following conditions:

- (1) Each such claim shall consist of the electronic tape listing each payee and the amount of payment. A written reproduction of the electronic tape will be retained by the agency, or the information so provided will be retained by the agency on electronic tape, as a part of its records for the period required by the Controller. Original claim documents supporting the electronic tape listing, or reproductions thereof, shall be retained by the agency for the same period as agency copies of claim schedules unless otherwise provided by law. Such original claims documents, or reproductions thereof, shall be maintained in a manner that will enable verification of the propriety of claims recorded on the electronic tape.
- (b) In accordance with Section 624, each claim shall contain a certificate reading as follows:

"I hereby certify under penalty of perjury as follows:

"That I am a duly appointed, qualified, and acting officer of the herein named state agency. That the respective amounts and payees included in this claim have been recorded on that certain electronic tape identified in the within schedule. That a written reproduction, listing each payee and the amount of payment, was prepared from said tape and will be retained as a part of the official records of said state agency, or the information so provided will be retained on electronic tape. That the respective amounts, payees, and totals are true and correct as set forth on said electronic tape and in said written reproduction, or retained electronic tape. That original claim documents, or reproductions thereof, have been retained and are maintained in a manner that will enable verification of the propriety of the amounts claimed. That payments are properly payable to each and all of the claimants as contained therein, and that such payments are authorized in the amount, for the period, and to the respective payees as indicated therein under all governing laws and regulations. That I have not violated any of the provisions of Sections 1090 to 1096, inclusive, Government Code."

(c) Claims presented on electronic tape pursuant to this section, are excepted from the requirements of Sections 650 to 656, inclusive.

NOTE: Authority cited: Section 13920, Government Code. Reference: Section 925.6, 12410, and 19463, Government Code.

**HISTORY**

1. Amendment filed 2-28-80; designated effective 4-1-80 (Register 80, No. 9). For prior history, see Registers 71, No. 17; 70, No. 20; and 68, No. 27.

**§ 623. Additional Information Required.**

In addition to the information required under Section 622 every schedule of bills filed shall show:

- (a) The name and address of the person in whose favor the warrant is to be drawn.
- (b) The items briefly and clearly stated in chronological order, together with all the charges for the period covered by the schedule.
- (c) All entries shall be carried to the dollars and cents column direct.
- (d) No items shall be interlined.

**HISTORY**

1. Originally published 3-22-45 (Title 2).
2. Amendment filed 10-1-49 as an emergency (Register 18, No. 1).
3. Repealer of subsection (e) filed 11-21-57; effective thirtieth day thereafter (Register 57, No. 20).

**§ 624. Approval of Claims.**

Each claim shall be approved by the department head or another person properly authorized, or, in the case of boards and commissions, by the secretary or by some other person, pursuant to a duly adopted resolution of the board or commission. Unless otherwise provided by law, every claim shall be accompanied by an affidavit or certificate under penalty of perjury of the officer, agent or employee directly responsible for the claim.

**HISTORY**

1. Amendment filed 10-29-51 as an emergency; effective upon filing (Register 26, No. 3).

**§ 625. Correction of Claims.**

(a) Items or the amounts of items which are incorrect or are not proper charges against the State shall be corrected or eliminated by the Controller, who shall indicate his reason for the change. The total amount claimed shall be adjusted accordingly.

(b) The Controller may, however, in his discretion, disregard net errors of \$5 or under in each individual claim if in doing so time and expense will be saved.

(c) If the items eliminated or amounts reduced are proper charges against the State, they may be resubmitted with necessary correction or explanation with the next claim submitted. Such items shall be clearly identified and explained.

**HISTORY**

1. Originally published 3-22-45 (Title 2).
2. Amendment filed 12-16-48 as an emergency; designated to be effective 12-20-48 (Register 14, No. 8).
3. Amendment filed 6-18-58; effective thirtieth day thereafter (Register 59, No. 10).
4. Amendment of subsection (b) filed 12-17-69 as procedural and organizational; effective upon filing (Register 69, No. 51).

**§ 626. Rejection of Claims.**

**HISTORY**

1. Repealer filed 6-18-59; effective thirtieth day thereafter (Register 59, No. 10).

## Article 4. Presentation of Claims to the State Board of Control

**§ 630. Presentation of Claims.**

There shall be presented to the Board of Control all claims for money or damages against the State:

- (a) For which an appropriation has been made or for which a State fund is available and which have been rejected by the Controller.
- (b) For which the appropriation made or fund designated is exhausted.